

Professional and Managerial Branch  
Miscellaneous Professional Group  
Paralegal Series

PARALEGAL

03/91

*Summary*

Under general supervision researches law, investigates facts, and prepares documents to assist lawyers; and performs related duties as required.

*Typical Duties*

Researches and analyzes law sources such as statutes, recorded judicial decisions, legal articles, treaties, constitutions, and legal codes to prepare legal documents such as briefs, pleadings, appeals, contracts, deeds, and trust instruments for review, approval and use by attorney(s).

Assist as directed to investigate facts and law of case to determine causes of action and to prepare case accordingly; conducts interviews with people involved in case; gathers materials from a variety of sources, such as for agenda items, articles and speeches, and reports.

Assists in the collection of delinquent ad valorem taxes; delivers or oversees the delivery of subpoenas to witnesses and parties to action

Files pleadings with court clerk; prepares affidavits of documents and maintains file.

*Minimum Qualifications*

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration or Social Sciences, including or supplemented by a certificate from a paralegal institute or completion of one year of law school or paralegal experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of English grammar, spelling and punctuation; good knowledge of legal research methodology; some knowledge of court practices and legal terminology; some knowledge of office procedures and practices.

Ability to locate, compile and organize information; ability to analyze information; ability to prepare reports; ability to establish and maintain effective working relationships with fellow employees, city officials and the general public; ability to plan and complete work without close supervision; ability to express oneself clearly and concisely, orally and in writing.

Physical Requirements: Stooping, kneeling, bending and sitting for long periods of time, mobility in an office environment, occasional operation of a vehicle through city traffic.

Licenses and Certificates: Texas Operator's License.

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Director of Personnel

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Department Head